

## Final Financial Reports

Due September 30; allow enough time for these 2 preliminary processes:

- 1) Review your budgets, then process your final **Budget Revisions** (if applicable). You must wait until these revisions are in status **NDE approved** before proceeding. Any budget revisions should be submitted at least 3 weeks prior to the date needed to start the **Final Financial Reports (FFRs)**.
- 2) Reconcile your grant year revenues and expenses in your accounting system, then process your final **Requests for Funds (RFFs)**. Make sure you have processed all Requests for Funds AND the RFFs are in status **Released for Payment** (see below.) If not, you need to wait to start the **Final Financial Reports** until the payments are released. Any **Requests for Funds** should be submitted at least 3 weeks prior to the date needed to start the **Final Financial Reports**.

\*\*\* Once the **Final Financial Report** has been started, you can no longer process **Budget Revisions** nor **Requests for Funds**. Make certain you are ready to start the **Final Financial Report**. \*\*\*

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Home » Grants » Grants » Fiscal »

**RFFs Summary - Comprehensive School Reform, Title I**

[Washoe County SD \(16\)](#) Comprehensive School Reform, Title I - FY 2007

Project Number: 16-332-616-2007  
C.F.D.A.#: 84.332  
Project End Date: July 23, 2007  
Final Allocation: \$27,252.77  
Spending Plan Amount: \$27,252.77  
Refunds: \$0.00

Amount	Request Date	Status	Status Date	Voucher #	Print
\$101.00	<a href="#">August 21, 2007</a>	Released for Payment	8/23/2007	300 695668	<a href="#">Print</a>
\$2,039.45	<a href="#">June 19, 2007</a>	Released for Payment	6/20/2007	300 674619	<a href="#">Print</a>
\$1,039.72	<a href="#">April 16, 2007</a>	Released for Payment	4/24/2007	300 656184	<a href="#">Print</a>
\$1,185.75	<a href="#">February 16, 2007</a>	Released for Payment	2/9/2007	300 641467	<a href="#">Print</a>
\$4,218.46	<a href="#">December 8, 2006</a>	Released for Payment	12/22/2006	300 620159	<a href="#">Print</a>

[Click Here to Create a New RFF](#)

[Return to the Project Selection screen](#)

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At this point:

- 1) All Expenses as recorded in your accounting ledgers are within approved budgets.
- 2) Revenue has been reconciled with Expenses; all cash has been received.
- 3) You are ready to begin your **Final Financial Reports**.

Upon **Login** the **Fiscal Representative** or **Superintendent** would see the message below. **Only the School District Fiscal Representative or the Superintendent / Authorized Representative can start the Final Financial Report process.** No other users, even **School District Administrators** can start this process.

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★ ePAGE Home Home »

**ePAGE**  
Electronic Plans, Applications, Grants and Expenditures

[Washoe County SD \(16\)](#) rluna\_16/sdadmin

Current School District: **Washoe County SD**

FER Status	School District Fiscal Representative	School District Superintendent/Authorized Representative
2007 FFR Consolidated Application	<a href="#">Awaiting FFR Draft Started</a>	<a href="#">Awaiting FFR Draft Started</a>
2007 FFR Competitive Application	<a href="#">Awaiting FFR Draft Started</a>	<a href="#">Awaiting FFR Draft Started</a>

If you are a school district user who is having trouble accessing the ePAGE, please contact a school district ePAGE administrator listed below:

[Jim Barclay](#)  
[Rob Luna](#)  
[Lauren Ohlin](#)

To select another school district to view, please click [Search School Districts](#).  
 To access School District Plans, please click [Planning Tool](#).  
 To access Funding Applications, please click [Funding Applications](#).

**Announcements**

**FINAL FINANCIAL REPORT TRAINING (7-13-2007)**

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If you are the **Fiscal Representative** or **Superintendent** and have already **Logged In** and are in another page, you get to the starting point as follows:

Click **Funding Applications**.

Click the **Prior Year** from the 'year' pull down box. The default year is the current fiscal year of today, so when preparing the FFR, you will be doing so after June 30 of the prior fiscal year, you will need to change the fiscal year. Click **Last Approved Applications** from the pull down box.

Click **Refresh View**

Click the appropriate **Funding Application**.

★ ePAGE Home    Home » Grants »

**Funding Applications**

[Washoe County SD \(16\)](#)

2007   Last Approved Applications   Refresh View

Fiscal Year	School District Improvement Status
2007	Not Available

**Funding Application**   **Revision**   **Status**   **Status Date**

<a href="#">Consolidated Application</a>	1	NDE Executive Director Approved	5/2/2007
<a href="#">Competitive Application</a>	3	NDE Reviewed	5/4/2007

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★ ePAGE Home

Search School  
Districts  
Admin Tools  
Edit User Info  
Doc Library  
Contact NDE  
Logout  
Planning Tool  
Funding  
Applications  
Sections  
RFFs  
Address Book  
Help

[Home](#) » [Grants](#) »

## Competitive Application Sections

[Washoe County SD \(16\)](#)

Competitive Application - FY 2008 (Rev 2)

**Application Status:** **NDE Reviewed**

(This status does not allow the application to be changed)

**Change Status to:** [Revision Started](#)

or

[FFR Draft Started](#)

**Description** (Click Here to Display All Pages)

**Print**

[Allocations](#)

[Print](#)

[21st Century](#)

[Print](#)

[Assurances](#)

[Print](#)

[ALL](#)

[Print](#)

[View Revision Details](#)

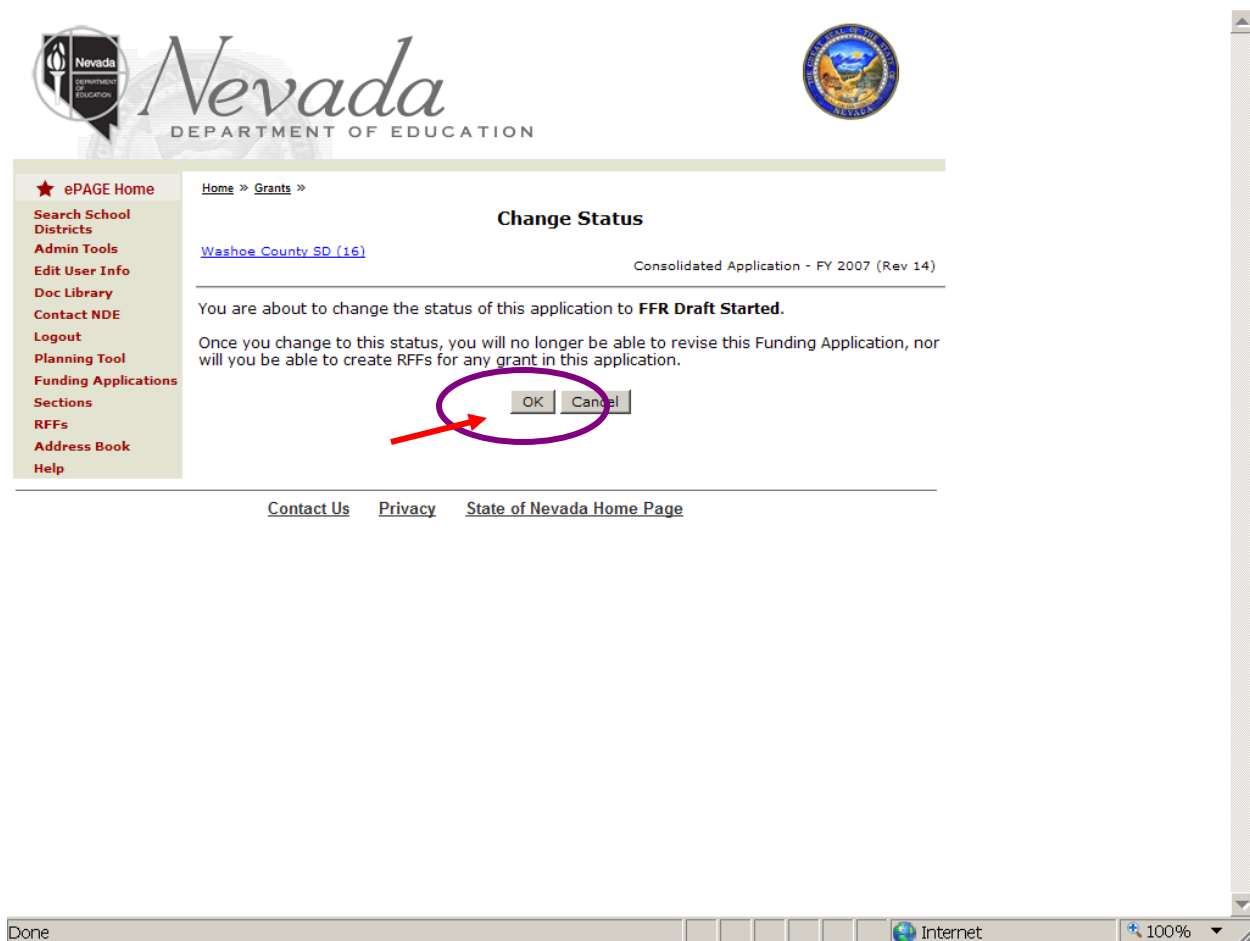
[View Status/Comments History Log](#)

[View Spending Plan Summary by Object](#)

[View Spending Plan Summary by Purpose](#)

Click **FFR Draft Started**.

You will a message similar to the following on the **Change Status** page:



You will note the warning about **Revisions** and **Requests for Funds**, as previously mentioned.

Click **OK**.

Click **Final Financial Report** towards the bottom of the **Application Sections** page.  
(This menu selection is not available until after the fiscal year has ended and you have completed the last step, so you will not see the option on the **Applications Sections** page before then.)

**Consolidated Application Sections**

Washoe County SD (16) Consolidated Application - FY 2007 (Rev 14)

**Application Status:** FFR Draft Started

**Change Status to:** FFR Draft Completed

Description (Click Here to Display All Pages)	Validation	Messages	Print
<a href="#">Allocations</a>			<a href="#">Print</a>
<a href="#">School Information, Title I</a>			<a href="#">Print</a>
<a href="#">Schoolwide, Title I</a>			<a href="#">Print</a>
<a href="#">Targeted Assistance, Title I</a>			<a href="#">Print</a>
<a href="#">Migrant Education, Title I-C</a>			<a href="#">Print</a>
<a href="#">School Improvement, Title I</a>			<a href="#">Print</a>
<a href="#">Comprehensive School Reform, Title I</a>			<a href="#">Print</a>
<a href="#">Teacher/Principal Training &amp; Recruiting, Title II-A</a>			<a href="#">Print</a>
<a href="#">Enhancing Education Through Technology, Title II-D</a>			<a href="#">Print</a>
<a href="#">LEP, Title III</a>			<a href="#">Print</a>
<a href="#">Safe and Drug-Free Schools (SDFS), Title IV-A</a>			<a href="#">Print</a>
<a href="#">Innovative Programs, Title V</a>			<a href="#">Print</a>
<a href="#">McKinney-Vento Homeless Assistance Program</a>			<a href="#">Print</a>
<a href="#">Other</a>			<a href="#">Print</a>
<a href="#">Assurances</a>			<a href="#">Print</a>
<a href="#">Final Financial Report</a>	<a href="#">Validate</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">ALL</a>	<a href="#">Validate</a>	<a href="#">Messages</a>	<a href="#">Print</a>

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[View Status/Comments History Log](#)  
[View Spending Plan Summary by Object](#)  
[View Spending Plan Summary by Purpose](#)

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http://epage.doe.nv.gov/epage/grants/expenditurereport.asp?PageXREFID=33&ts=8312 Internet 100%

### Saving Data Entry in the ePAGE Pages That Follow:

When navigating in the pages that follow, pay careful attention to Click the ePAGE buttons **Next >>** and **Previous <<** when they are available on the page to 'save & move' to the next or previous page. If you are entering a large amount of data, it is recommended you use the **Save** button often to 'save & stay' in the current page.

**NEVER** use your **Web Browser Backward** and **Forward** buttons when you are in ePAGE data entry pages containing the **Next >>** and **Previous <<** buttons or any **UNSAVED DATA ENTRY WILL BE LOST AND NON-RECOVERABLE.**

You will see a similar page as the following **Final Financial Report Application** page:

DEPARTMENT OF EDUCATION

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Funding Applications

Sections

RFFs

Address Book

Help

Home » Grants »

### Final Financial Report - Consolidated Application

Washoe County SD (16)

Consolidated Application - FY 2007 (Rev 14)

<< Save >>

OBJECT CODE GRANT CODE	100 Salaries	200 Retirement Fringe Benefits	300-500 Purchased Services	600 Supplies	700 Capital Outlay	800 Other	TOTAL
I-SW	.00	.00	.00	.00		.00	.00
I-TA							.00
I-Neg							.00
I-D Del							.00
I-C Mig	.00	.00	.00	.00		.00	.00
<a href="#">I-SI</a>	.00	.00	.00	.00	.00		.00
<a href="#">I-CSR</a>			.00			.00	.00
II-A TQ	.00	.00	.00	.00		.00	.00
II-D Tec	.00	.00	.00	.00		.00	.00
III LEP	.00	.00	.00	.00		.00	.00
III Imm							.00
IV SP S	.00	.00	.00	.00		.00	.00
V Innov	.00	.00	.00	.00		.00	.00
Mck-Vent	.00	.00	.00	.00		.00	.00
TOTAL	.00	.00	.00	.00	.00	.00	.00

Done

Internet 100%

Print appropriate accounting ledgers from your accounting system. Use these accounting ledgers to fill in the actual costs for expense objects (columns) for each grant (rows), as appropriate. Type the amount of expenses you have for each object of each grant.

It is recommended, but not required, you Click **Save** after completing each grant.

Grants that are segregated by school / department are identified by the blue underscore link. You will note that you cannot input numbers in any of these cells. This indicates that you will need to complete school / department based FFRs for these programs. In the example above, the two are [I-SI](#) and [I-CSR](#). For these grants, click on the blue link, which will bring you to a page similar to the **Building Final Financial Report** page below:

Home » Grants »

**Building Final Financial Report - School Improvement, Title I**

[Washoe County, SD \(16\)](#)

**Data Entry Fields are Bordered, Unshaded Boxes**

BUILDING	OBJECT CODE	100 Salaries	200 Retirement Fringe Benefits	300-500 Purchased Services	600 Supplies	700 Capital Outlay	800 Other	TOTAL
Allen, Lois Elementary School				.00	.00			.00
Bailey Charter Elementary		.00	.00	.00	.00			.00
Bennett, Ester Elementary School		.00	.00	.00	.00			.00
Booth, Libby C Elementary School		.00	.00	.00	.00			.00
Cannan, Rita Elementary School		.00	.00	.00	.00			.00
District Initiative		.00	.00	.00	.00			.00
Echo Loder Elementary School				.00	.00			.00
Gomm, Roy Elementary School								.00
Greenbrae Elementary School		.00	.00	.00	.00			.00
Lincoln Park Elementary School		.00	.00	.00	.00			.00
Mariposa Academy Charter		.00		.00	.00			.00
Mathews, Bernice Elementary School		.00	.00	.00	.00			.00
Mount Rose Elementary School		.00	.00	.00	.00			.00
Smithridge Elementary School		.00	.00	.00	.00	.00		.00
Sun Valley Elementary School		.00	.00	.00	.00			.00
Traner, Fred W Middle School		.00	.00	.00	.00			.00
Veterans Memorial Elementary School		.00	.00	.00	.00			.00
TOTAL		.00	.00	.00	.00	.00	.00	.00

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You will notice the format is the same for the 'district level combined' grants ... you fill out the same information for 'school / department' grants here ... the only difference is you need to Click the previously mentioned blue link to get here.

It is recommended, but not required, you Click **Save** after completing each school grant.

When done, Click the **Next >>** arrow to go to the next page **Final Financial Report Adjustments**. \*\*\* Do not use your Web Browser **Backward** or **Forward** buttons \*\*\*



DEPARTMENT OF EDUCATION

★ ePAGE Home

Home » Grants »

### Final Financial Report Adjustments

Washoe County SD (16)

Consolidated Application - FY 2007 (Rev 14)

Second, Click

First, Data Entry in This Column

This page takes the financial report and reverses any allocation moves that were made to arrive at the adjusted disbursement amounts.

Grant	Adjusted Allocation	Current Allocation	Reported Disbursements	Adjusted Disbursements	Cash Received	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
I-SW	10,126,483.57	10,126,483.57	8,281,798.25	8,281,798.25	8,281,798.25	1,844,685.32	1,844,685.32	<input type="checkbox"/>
I-TA	.00	.00	.00	.00	.00	.00	.00	<input type="checkbox"/>
I-Neg	.00	.00	.00	.00	.00	.00	.00	<input type="checkbox"/>
I-D Del	.00	.00	.00	.00	.00	.00	.00	<input type="checkbox"/>
I-C Mig	66,386.59	66,386.59	63,111.01	63,111.01	63,111.01	3,275.58	3,275.58	<input type="checkbox"/>
<u>I-SI</u>	1,216,092.25	1,216,092.25	899,656.23	899,656.23	1,009,784.69	316,436.02	.00	<input type="checkbox"/>
<u>I-CSR</u>	27,252.77	27,252.77	8,584.38	8,584.38	8,584.38	18,668.39	.00	<input type="checkbox"/>
II-A TQ	1,988,983.31	2,581,408.31	1,610,459.05	2,159,770.78	2,202,884.05	421,637.53	.00	<input type="checkbox"/>
II-D Tec	120,907.19	120,907.19	118,543.74	118,543.74	118,543.74	2,363.45	.00	<input type="checkbox"/>
III LEP	1,313,596.15	1,313,596.15	1,166,845.35	1,166,845.35	1,166,845.35	146,750.80	.00	<input type="checkbox"/>
III Imm	.00	.00	.00	.00	.00	.00	.00	<input type="checkbox"/>
IV SDFS	215,112.12	215,112.12	189,710.37	189,710.37	189,710.37	25,401.75	.00	<input type="checkbox"/>
V Innov	872,119.05	279,694.05	808,651.26	259,339.53	216,226.26	20,354.52	.00	<input type="checkbox"/>
Mck-Vent	169,052.36	169,052.36	116,892.45	116,892.45	116,892.45	52,159.91	.00	<input type="checkbox"/>

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At this page, you need to type a figure in the **Amount to Carry Over** field. Almost always, this figure will be the amount remaining. But it is possible (for reasons not addressed here) you may not want to carry forward the entire amount available. If this is the case, type a lesser amount in this field, then Click the box **Acknowledge Carry Over Less Than Amount Remaining**. As was the case on the previous pages, grants that are segregated by school / department are identified by the blue underscore link. In the example above, the two are I-SI and I-CSR. Click on the blue link. This will bring you to a page similar to the page above, except at the **Building Level**. Fill out these pages in the same manner.

Clicking **Save** as you work is recommended. When done with data entry, audit to be certain your figures are correct.

Click **Next >>**

Go to the **Application Sections** page.  
Click **Validate**.

The **Validate** function is how ePAGE checks your work, and lists **Errors** and **Warnings**, if applicable.

**Errors:** Must be corrected before the system will allow the Funding Application to be District Approved.

**Warnings:** Should be reviewed, but do not need to be change before the system will allow the Funding Application to be District Approved.

Click **Messages**

Review the **Messages**, clicking the blue links, as applicable, fixing any applicable errors, then repeat the **Validate & Message** processes until all **Errors** are clear. Make sure any **Warnings** you do not clear are acceptable, and reflect your intentions.

The screenshot shows the Nevada Department of Education ePAGE interface. The page title is "Validation Messages - Consolidated Application". The breadcrumb trail is "Home > Grants > Washoe County SD (16)". A red box with the text "Click a Message to Correct" has an arrow pointing to the first message in the list. A purple circle highlights a group of messages, including two errors and three warnings. The messages are as follows:

Message	Type
Amount Expended of \$5,414.26 exceeds Spending Plan Amount of \$2,735.44 for Allen, Lois Elementary School, grant 'School Improvement, Title I', Object #300-500: Purchased Services.	Error
Carryover Amount (\$0.00) for the grant 'School Improvement, Title I' for Bailey Charter Elementary is less than Amount Available to Carry Over (\$55,000.00). Either increase the Carryover Amount to equal the Amount Available to Carry Over, or click the appropriate checkbox acknowledging that the building does not wish to carry over the entire amount.	Error
Carryover Amount (\$0.00) for the grant 'School Improvement, Title I' for Mariposa Academy Charter is less than Amount Available to Carry Over (\$55,000.00). Either increase the Carryover Amount to equal the Amount Available to Carry Over, or click the appropriate checkbox acknowledging that the building does not wish to carry over the entire amount.	Error
Carryover amount of \$421,673.53 for the grant 'Teacher/Principal Training & Recruiting, Title II-A' may not exceed the unexpended allocation of \$421,637.53.	Error
The Reported Expenditure amount for the grant 'School Improvement, Title I' for Mariposa Academy Charter school are zero, but the Spending Plan Amount (\$55,000.00) is greater than zero.	Warning
The Reported Expenditure amount for the grant 'School Improvement, Title I' for Bailey Charter Elementary school are zero, but the Spending Plan Amount (\$55,000.00) is greater than zero.	Warning
The Schoolwide, Title I carryover amount of \$1,844,685.32 exceeds 15% of the original allocation amount of \$9,030,058.52. The carryover amount should not exceed \$1,354,508.77.	Warning

At the bottom of the message list is a "Return" button. The footer of the page includes links for "Contact Us", "Privacy", and "State of Nevada Home Page". The browser status bar at the bottom shows "Done", "Internet", and "100%" zoom.

From the **Applications Sections** page, Click **Print**.

Review and audit your work.

Click the blue link to Change Status to **FFR Draft Completed**.

★ ePAGE Home

Home » Grants »

**Consolidated Application Sections**

Washoe County SD (16) Consolidated Application - FY 2007 (Rev 14)

Application Status: **FFR Draft Started**

Change Status to: **FFR Draft Completed**

Description (Click Here to Display All Pages)	Validation	Messages	Print
<a href="#">Allocations</a>			<a href="#">Print</a>
<a href="#">School Information, Title I</a>			<a href="#">Print</a>
<a href="#">Schoolwide, Title I</a>			<a href="#">Print</a>
<a href="#">Targeted Assistance, Title I</a>			<a href="#">Print</a>
<a href="#">Migrant Education, Title I-C</a>			<a href="#">Print</a>
<a href="#">School Improvement, Title I</a>			<a href="#">Print</a>
<a href="#">Comprehensive School Reform, Title I</a>			<a href="#">Print</a>
<a href="#">Teacher/Principal Training &amp; Recruiting, Title II-A</a>			<a href="#">Print</a>
<a href="#">Enhancing Education Through Technology, Title II-D</a>			<a href="#">Print</a>
<a href="#">LEP, Title III</a>			<a href="#">Print</a>
<a href="#">Safe and Drug-Free Schools (SDFS), Title IV-A</a>			<a href="#">Print</a>
<a href="#">Innovative Programs, Title V</a>			<a href="#">Print</a>
<a href="#">McKinney-Vento Homeless Assistance Program</a>			<a href="#">Print</a>
<a href="#">Other</a>			<a href="#">Print</a>
<a href="#">Assurances</a>			<a href="#">Print</a>
<a href="#">Final Financial Report</a>	<a href="#">Validate</a>	<a href="#">Messages</a>	<a href="#">Print</a>
ALL	<a href="#">Validate</a>	<a href="#">Messages</a>	<a href="#">Print</a>

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Click **OK**

**Fiscal Representative** needs to approve (normal approval process).

**Superintendent** needs to approve (normal approval process).

**At this point, your FFR has been submitted to NDE. Your work is done!**

After your FFR has been approved by NDE, ePAGE will carry your carry over allocations into the next year application automatically. You can then revise budgets to incorporate these carry over funds. This should speed up the availability of carry over funds.

You can view any communication between NDE and your district by clicking the ***View Status / Comments History Log*** at the bottom of the ***Application Sections*** page. You may also submit messages to NDE by adding your own comment here. See the topic **Funding Applications** for further information.

When done, ***Logout*** at the left menu bar.